



Lindamood-Bell Academy
Student and Parent Handbook
2025-2026

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Overview and History of Lindamood-Bell

For almost 40 years, Lindamood-Bell has believed that all individuals can learn to read and comprehend to their potential. At our Learning Centers and school partnerships throughout the United States and internationally, we know that people can learn when the imagery-language foundation is in place.

We've created a school based on the imagery-language foundation—the **Lindamood-Bell Academy**. Utilizing our unique, evidence-based methodology, the Academy offers 1:1 instruction in reading, comprehension, math, and school curriculum in person and live online. The Academy is a private California K-12th grade school accredited by Cognia.



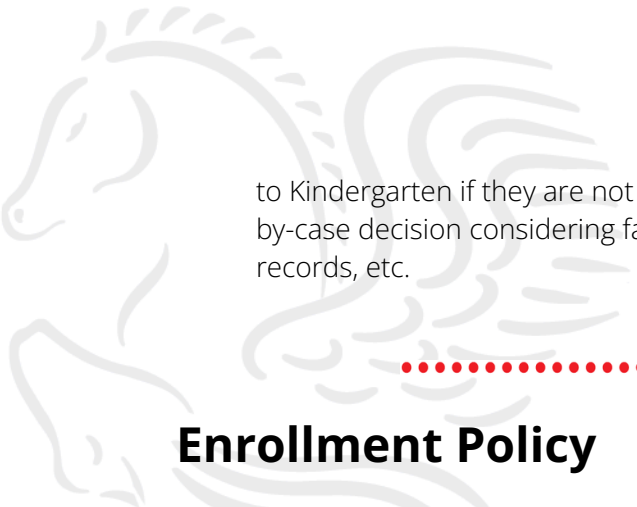
Academy Student Expectations

- Students will attend the Academy as established by their enrollment schedule. Students enrolled via our Blended model (in-person and online instruction) must attend following a consistent, predetermined hybrid schedule.
- Students will demonstrate respect for the personal and property rights of others and all applied laws.
- Students will abide by all Academy policies and procedures, as amended from time to time.
- Students will be safe and respectful while accepting responsibility for their actions under the Academy Code of Conduct and the LBA Way.
- Students will be fully engaged in their learning.



Admission Requirements

- Submission of applicable
- Health reports/immunization records;
- Transcripts, report cards, or grades from previous school(s); and
- Previously completed psychological and/or educational testing or reports.
- Additional enrollment items may be required depending on your state of residence.
- Successful completion of the Learning Ability Evaluation (The evaluation fee is payable to the local Learning Center.)
- Completion of the Academy enrollment form. Each candidate for admission and/or their Parent or Guardian must sign our waiver, financial agreement, and Student and Parent Handbook.
- For Students under age five: We reserve the right to determine if a Student can be admitted



to Kindergarten if they are not age-eligible pursuant to Ed. Code 48000. This will be a case-by-case decision considering factors such as test results, the child's maturity, preschool records, etc.

Enrollment Policy

Students are expected to attend the Academy as outlined by their individual enrollment schedule as described in the Student's Enrollment Agreement.

Additional Lindamood-Bell Programs

A Student's education plan may change from time to time based on a Student's response to instruction and/or progress in the curriculum.

I understand and agree that any additional Lindamood-Bell services I elect to add to my Student's instructional program, such as Schoolwork Support, additional sensory-cognitive instruction, and/or change of enrollment package, will incur charges in addition to the tuition for the Academy.

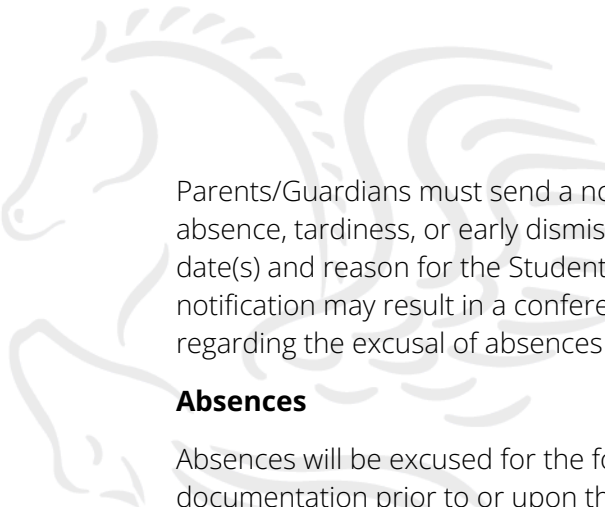
Attendance and Absences

Attendance

Excessive absences and tardies may cause the Student to be out of compliance with local and state laws. Additionally, excessive absences, tardies, and/or early dismissals may compromise the Student's progress in the grade in which they are currently enrolled. This could impact progression to the next grade level and/or credits earned toward graduation. It may also affect the Student's eligibility to remain enrolled in the Academy.

If the Student accrues at least five absences, the Academy administration will contact the Parents/Guardians via written letter to notify them of the concern. If the Student continues to accrue absences, the Academy administration will send a second written letter after the tenth absence to communicate the continuing trend and notify the family of the potential impact on the Student's progress. A third notice will follow if the attendance trends continue after this second notice. At this time, a conference between the Parents/Guardians, Learning Center staff, and Academy administration may be required to discuss solutions and whether continued enrollment in the Academy is a right fit for the Student. Such a meeting will also be scheduled if the Student accrues ten *consecutive* absences.

Reporting Absences, Tardies, and/or Early Dismissals



Parents/Guardians must send a note or email or call the Learning Center to report their child's absence, tardiness, or early dismissal as soon as possible. Parents/Guardians should include the date(s) and reason for the Student's absence, tardiness, or early dismissal. Lack of proper notification may result in a conference or request for additional documentation. Further details regarding the excusal of absences can be found below.

Absences

Absences will be excused for the following reasons if a Parent or Guardian provides written documentation prior to or upon the Student's return to the Academy.

- The illness of the Student: After three days of illness, a Parent/ or Guardian must provide medical documentation that indicates that the Student is able to return to the Academy safely.
- A death in the Student's immediate family.
The necessity for a Student to attend a judicial proceeding.
- The Student's lawful suspension or exclusion from the Academy by Lindamood-Bell.
- A temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes.

Upon a written request by a Parent or Guardian, other absences may be approved in advance at the sole discretion of Lindamood-Bell. Pre-existing conditions/diagnoses documented by a physician or an IEP / 504 Plan may qualify for additional excused absences.

Sufficient notice should be given to the Academy so that work missed by a Student while absent may be completed, likely outside of regular Academy instruction sessions.

Tardies and Early Dismissals

Every effort should be made to have the Student arrive at school on time. However, we understand that a Student may need to arrive late or leave early due to illness, appointments, or other factors. We ask that Parents/Guardians communicate with the Learning Center in advance of any anticipated schedule changes that will result in the Student being tardy or needing to leave school early. The local Learning Center and school administration will communicate with you should concerns arise regarding trends in tardiness or early dismissals.





Operations

Meals and Snacks

All full-day Lindamood-Bell Academy Students will be provided with a lunch break. At least one fifteen-minute snack break will also be provided for Students attending two or more sessions daily. Parents/Guardians are responsible for providing consistent daily lunches and snacks for their Students. Snacks may occasionally be available to students attending in person or during special events.

Academy Lunch Hour (Fit2Learn and Lunch Activities)

Students who stay through the lunch hour while enrolled in the Academy will participate in our Fit2Learn Fitness program and various lunchtime activities. Remote Students, as well as Partial Day Students, are encouraged to join in the fun. There are no additional fees required for participation. Activities include, but are not limited to:

- Fit2Learn is a movement and fitness class developed by acclaimed fitness expert Dr. Ronda Beaman (Dr. B). She leads Students through various exercises and activities while focusing on how movement helps the learning process.
- Additional supervised games and seasonal or enrichment activities will also be available to Students.

Late Pick-Up

We apologize that we cannot accommodate late pick-ups. Our late pick-up fee is \$30 (£30 (inclusive of tax) for U.K. Students) for each fifteen-minute increment past your scheduled pick-up time.

Teacher Professional Development Days

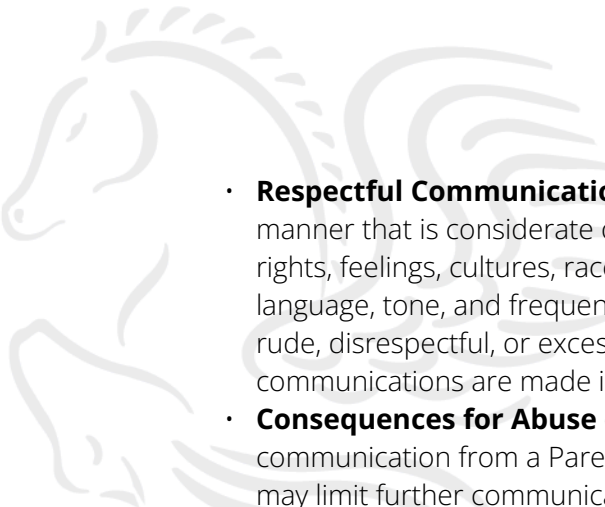
Staff development is essential for us to ensure Students receive optimal instruction while enrolled in the Academy. While general staff development is always ongoing, the Academy dedicates three days per school year to allow all staff access to more specific Academy professional development. For specific dates and times, please refer to the most current Academy Events Calendar, which can be found on our [Academy Parent Resources website \(https://lindamoodbell.com/academy/academy-parent-resources\)](https://lindamoodbell.com/academy/academy-parent-resources) or obtained from the local Learning Center office.



Communication

Lindamood-Bell Academy believes in promoting a constructive and respectful dialogue between Parents/Guardians and Lindamood-Bell staff, ensuring that communication supports the Academy's mission to deliver high-quality education in a positive and inclusive environment.

The Academy emphasizes the importance of respect, professionalism, and efficiency in all interactions with Parents/Guardians and Students. In essence:

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- **Respectful Communication:** Parents/Guardians are expected to communicate in a manner that is considerate of Lindamood-Bell's instructional goals and all staff members' rights, feelings, cultures, races, ethnicities, and backgrounds. This includes using appropriate language, tone, and frequency. Parents/Guardians are asked not to engage in aggressive, rude, disrespectful, or excessive conduct that disrupts the educational environment, whether communications are made in person, online, or through other channels.
 - **Consequences for Abuse or Harassment:** If Lindamood-Bell determines that communication from a Parent or Guardian is abusive, harassing, or disruptive, the Academy may limit further communication with staff or restrict it to written correspondence only. This ensures the integrity of the instructional setting and the well-being of all involved.
 - **Reasonable Response Times:** The Academy aims to respond to all communications within two business days. This ensures that inquiries and concerns are addressed in a timely manner while respecting the staff's time and responsibilities.

Academics/Progress Reports/Updates

Conferences and Meeting Requests

Conferences are an essential part of a Student's instruction and allow Parents/Guardians an opportunity to discuss their Student's progress, instruction, and curriculum, and Lindamood-Bell Academy's expectations. Conferences also allow Parents/Guardians to exchange information about their Student that might assist the Student's instructional team.

Lindamood-Bell will conduct two Parent-Team Conferences each academic year, generally in December and March. During these conferences, Parents/Guardians will also receive a physical Progress Report summary summarizing their Student's progress to date.

Progress Updates during Sensory Cognitive Instruction

Generally, while a Student participates in the sensory cognitive instruction included in their Academy enrollment, Learning Center staff will meet with Parents/Guardians to discuss progress in the Student's instructional programs. These meetings are generally 30 minutes and will occur approximately every other week for the duration of their sensory cognitive instruction. These updates may include observing the Student in session as well as a discussion of their progress with their instructional leader.





Instruction

Individualized Education Plans/Education, Health, and Care Plans

By signing an Enrollment Agreement, Parents/Guardians understand and acknowledge that the Academy has no obligation to review, rely upon, or implement any requirements, recommendations, or provisions of an Individualized Education Plan (as described in 20 USC 1400 et seq.; 34 CFR 300 et seq.) or an Education, Health, and Care Plan [EHCP] (see e.g., section 45 of the Children and Families Act 2014 and paragraphs 9.199 – 9.210 of the SEND Code of Practice). Regarding Education, Health, and Care Plans, Lindamood Bell Academy: 1) is not offering placement in the Academy based on an EHCP; 2) is not the named provider in Section I or anywhere else in the Student's EHCP; 3) is not offering the Student any special educational or health provision through the EHCP, nor is the Academy receiving any funding for such provision from the relevant local authority; and 4) as such, Parents/Guardians are therefore not admitting the Student because of the EHCP which Parents/Guardians understand to be, in effect, "redundant." While the Academy may review such Plans with Parents/Guardians, this review does not create any obligation whatsoever for the Academy to implement any such Plans.

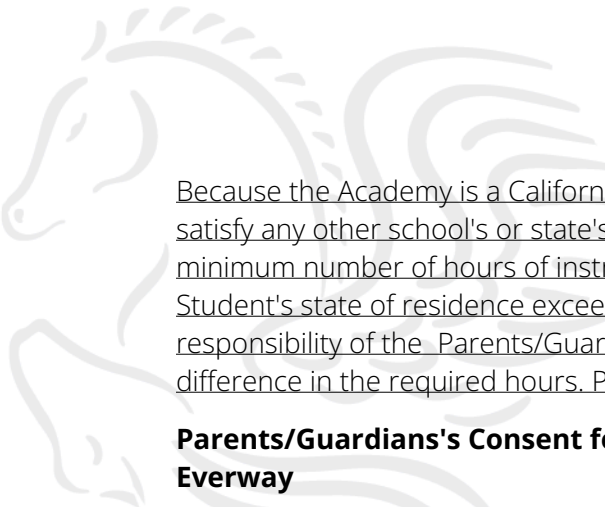
Curriculum

Lindamood-Bell Academy partners with two curriculum providers, Edmentum's Calvert (K-5) and Courseware (6-12) Curriculum and Everway, to provide a wide range of standards-based, digital curricula for K-12 Students. Students will be enrolled in the curriculum program best suited to their needs.

In general, as a California private school, we use California-approved courses, meaning they align with California state standards as well as Common Core standards. This also means that because of the alignment with Common Core, most courses will also meet national standards. Occasionally, some states require additional state-specific courses that may be included in the Student curriculum as needed and required by their state of residence. An online learning management system will be utilized for curriculum and learning resource access, live lesson implementation, progress monitoring, webmail, and grade and record keeping. Specific to High School Students: 9th-12th graders enrolled in the Academy will follow the minimum requirements set forth by the state of California and any applicable state-required content to obtain credits for a diploma or Certificate of Completion. Additional credits beyond the California minimum may be available based on Student ability.

Student grades and progress depend on multiple factors, including, but not limited to, age-appropriate performance, engagement, conduct expectations, and Student attendance. Therefore, Lindamood-Bell Academy cannot guarantee that a Student will earn passing grades or achieve specific levels of improvement, progress, or course completion through the curriculum.

Students who enroll at any point after the first day of school will work with the Academy Administration and Curriculum team to determine the correct coursework starting point in relation to the Student's academic aptitude and curriculum starting date. This also pertains to Students as they complete their included sensory-cognitive instruction and transition to the curriculum.



Because the Academy is a California private school, we make no guarantees that our curriculum will satisfy any other school's or state's curriculum or graduation requirements. Some states require a minimum number of hours of instruction per school year. If the hourly requirement of the Student's state of residence exceeds the hours provided by the selected Academy package, it is the responsibility of the Parents/Guardians to arrange for additional instruction to make up the difference in the required hours. Please contact the Academy with questions about this statement.

Parents/Guardians's Consent for Sharing of Student Information with Edmentum and Everway

Lindamood-Bell contracts with Edmentum and Everway for curriculum delivery. By enrolling in the Academy, you consent to the Academy sharing information about your Student with these providers. The Academy, Edmentum, and Everway consider your Student's privacy rights to be of utmost importance and will never share that information with third parties.

Academic Support

Lindamood-Bell-Provided Instructors/Advisors: Academy instructors based in Learning Centers will work directly with Students daily, in-person, online, or a blend of both. Academy Curriculum Advisors, Managers of Curriculum, and the Director of Curriculum oversee and supervise each Student's curriculum plan while partnering directly with the local instructors and staff to support Students. This is done through mentoring, grading, and direct instruction. On occasion and as needed, the Director of Academy may partner in a Student's curriculum plan as well.

Behavioral Services

During a Student's Enrollment, engagement or conduct may indicate the need for additional behavioral/emotional/conduct support in addition to the general positive motivators and conduct reinforcements provided through our culture of Student recognition and motivation. In these instances, Parents/Guardians may be asked to directly facilitate Student sessions or secure additional private services so that Academy enrollment remains an effective option for the Student.

Please be advised that while the Academy does not provide these specific behavioral services for Students, we appreciate the opportunity to collaborate with additional professionals or providers on a Student's team. Our policy dictates, however, that the use of our Learning Center is reserved solely for Students receiving instruction supervised and provided by Lindamood-Bell personnel, as well as for professional and Parents/Guardians meetings essential for delivering services to our Students.

Grading Scale (K-5th Grade)

- Exceeds Expectations 90-100
- Meets Expectations 80-89
- Partially Meets Expectations 70-79
- Approaching Expectations 60-69
- Below Expectations 0-59



Grading Scale (6th-12th Grade)

- A+ 98-100
- A 92-97
- A- 90-91
- B+ 88-89
- B 82-87
- B- 80-81
- C+ 78-79
- C 72-77
- C- 70-71
- D+ 68-69
- F 0-59

Students enrolled in the Everway curriculum will be graded on a Pass/Fail scale for all courses.

High School Students may receive additional credits for completing sensory-cognitive instructional hours during their Academy School year.

All Students must finish each course with an overall score/grade of at least 60% (Approaching Expectations or a D-) to receive completion credit. Some High School courses may require an overall score/grade of at least 70% (a C-) to receive credit for the course. This is subject to change depending on specific class enrollment and diploma expectations.

Weighted Calculations

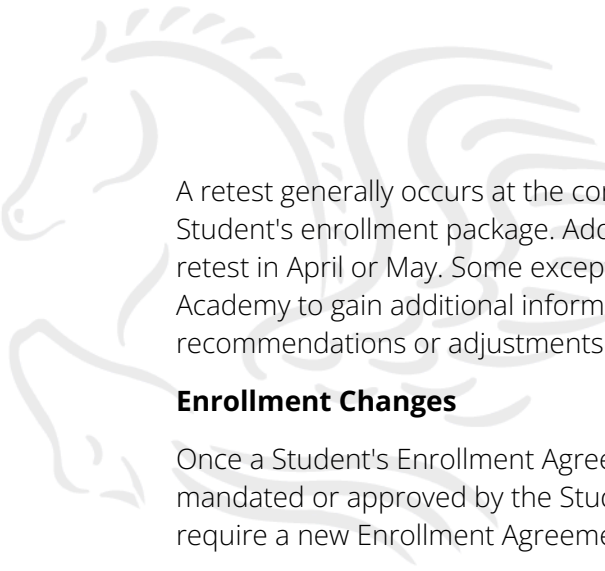
High School Students will receive a weighted Grade Point Average (GPA). A weighted GPA considers the amount of curriculum completed for each respective course. According to Pass/Fail scales, High School Students enrolled in Everway will not receive a GPA.

Homework Policy

Homework should be anticipated. The amount, type, and purpose of homework will depend on the grade level, needs, and abilities of each Student. Students may have time built into their academic schedule to complete homework assignments, depending on their progress through the curriculum; however, if work is sent home, it is expected to be completed by the assigned due date. If additional assistance is desired with homework, enrollment in our Schoolwork Support service may be recommended for an additional fee. Please contact the local Learning Center with questions or concerns about assigned homework.

Additional Testing

If it is determined that more information about a Student's learning profile is needed, Lindamood-Bell reserves the right to administer additional diagnostic measures. Parents/Guardians must agree to these additional measures as a condition of continued Academy enrollment.



A retest generally occurs at the conclusion of the initial sensory-cognitive instruction included in a Student's enrollment package. Additionally, Academy families can anticipate an additional Academy retest in April or May. Some exceptions may apply. These tests allow Lindamood-Bell and the Academy to gain additional information about a Student's learning profile and progress to make recommendations or adjustments to an instructional plan as necessary for Student success.

Enrollment Changes

Once a Student's Enrollment Agreement has been signed, their package cannot be altered unless mandated or approved by the Student's Instruction and Curriculum team. New packages will require a new Enrollment Agreement to be signed.



Student Health and Safety

Illnesses

Students should not be sent to the Academy if they are sick. We follow the protocols established by the CDC and WHO to handle school illnesses. These protocols may be amended at the sole discretion of Lindamood-Bell as changes are made in the future.

Any Student presenting flu-like symptoms during the school day—a fever over 100° F, sore throat, cough, congestion, headache, body aches, chills, and/or upset stomach—will be sent home and will be required to remain off-campus until their fever and all other symptoms have resolved. Students must be fever-free for twenty-four hours (without the use of medication) before returning to school.


Medications

No medications of any kind (prescription or over-the-counter) will be provided by Lindamood-Bell Learning Center or Lindamood-Bell Academy personnel to Students attending either a Lindamood-Bell Learning Center or the Lindamood-Bell Academy. A Student may not bring and administer their medication while at the Academy.

Any medications that must be taken by a Student while in our care must be provided by the Parents/Guardians. A copy of a signed Medication Permission Slip must be provided by a Parent or Guardian for Lindamood-Bell Learning Center or Lindamood-Bell Academy personnel to help administer any medication—whether prescription or over-the-counter. If it is a prescription medication, the form also needs to be completed by the Student's treating physician (or a note from a treating physician must be attached with the same information). Please request applicable forms from the Office Manager as needed.

Immunization

Under California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and



developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

If attending an Academy Learning Center in a State other than California, Students may be required to provide State-specific immunization records or a State-specific valid immunization exemption. Certain exemptions apply. For more information, please visit:

<http://www.shotsforschool.org/> (<http://www.shotsforschool.org/>)

Student Safety

The Academy's top priority is the protection and safety of the children who are entrusted to our care, whether they attend online or in person. Because the Academy serves children who reside in many States, the Academy ensures that all employees, volunteers, and contractors act at all times in conformity with applicable State laws and regulations regarding private school instruction. Any and all applicable policies, procedures, regulations, expectations, and/or State laws apply equally to both Lindamood-Bell's online classroom environment and the onsite/classroom environment.

When a Student receives instruction online, the physical environment during their scheduled school day, whether a local library, coffee shop, or home, serves as a Lindamood-Bell classroom environment. Any and all conduct prohibited in our in-person classrooms is also prohibited during online instruction. The determination of safety protocol violation or violation of any Lindamood-Bell policy or procedure is at our sole discretion.

Mandated Reporting

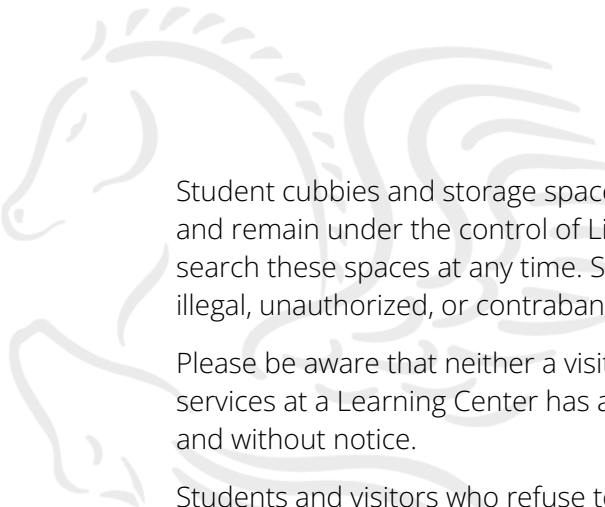
The Academy is required by law to report to the proper authorities any suspected cases of child sexual or physical abuse or suspected cases of neglect. The law mandates that all cases of suspected abuse and/or neglect be reported to the appropriate local State protection agency. Our responsibility to report suspected cases of abuse or neglect includes employees, Parents, and Guardians. The Academy is also required by law to report to the proper authorities any missing children or cases of suspected missing children.

Student Dress Code

Students must wear reasonably fitting clothing that appropriately covers the Student's private areas and does not show a Student's underwear. Clothing must not display or imply vulgar, discriminatory, or obscene language or images.

Search and Seizure

A visitor's or Student's person (e.g., jacket, pockets, hems, cuffs, socks) and/or personal effects (e.g., backpack, purse, fanny pack) may be searched at any time and for any reason by a Lindamood-Bell employee. Searches may be conducted immediately when a Lindamood-Bell employee suspects that the search will yield evidence that the visitor or Student has violated or is violating either the law or Lindamood-Bell rules and regulations, including but not limited to possession of illegal, unauthorized, or contraband materials. Illegal, unauthorized, or contraband materials include those materials that are dangerous to the health or safety of Students or school personnel, are disruptive or potentially disruptive, or have been cited as unauthorized to Lindamood-Bell rules or regulations. These materials include but are not limited to, weapons, drugs, and/or drug paraphernalia.



Student cubbies and storage spaces, if available at a Learning Center, are Lindamood-Bell property and remain under the control of Lindamood-Bell at all times. Lindamood-Bell employees may search these spaces at any time. Student cubbies or storage spaces may not be used to store illegal, unauthorized, or contraband materials.

Please be aware that neither a visitor present at the Learning Center nor a Student receiving services at a Learning Center has any expectation of privacy. Searches may be conducted randomly and without notice.

Students and visitors who refuse to submit to a search may be temporarily or permanently removed from the Learning Center. Students may also face disciplinary action or disenrollment from the Academy or services altogether.

Authorized Pick-Up and Student Safety in the Learning Center

Lindamood-Bell Academy staff will not walk Students outside the Learning Center premises during school hours (i.e., lunch hours, breaks, and classes). Some Parents/Guardians consent to allow Students to sign themselves in/out at drop-off/pick-up. If this is the case, a Lindamood-Bell employee will escort them out of the Learning Center each day to meet a person named on the Authorized Pick-Up list. Please contact the local Learning Center Office Manager for additional information or to update Pick-Up Authorization information.

If a personal aide accompanies Academy Students, they may leave the premises with said aide as long as the aide is listed as one of the Student's Authorized Pick-Up Contacts. Parents/Guardians and aides understand that Lindamood-Bell is not responsible for any Student outside of Lindamood-Bell premises. If a Student desires to leave the premises independently, a supplemental Transportation Release may be requested from the local Learning Center Office Manager for a Parent or Guardian to sign.



Technology

Academy Technology Kits

Technology kits, which include all technology needed for accessing Student curriculum and completing school work, will be provided for each Student enrolled in the Academy. Students are expected to use the technology kit provided for authorized Academy purposes only and solely to access instruction and curriculum during school hours, after hours to complete assigned homework, and for school-based activities only. Students should not use personal devices to access websites and resources for Academy curriculum usage. Doing so may result in challenges accessing curriculum or other instructional platforms necessary for Student learning. Additionally, using a personal device to access curriculum inhibits the Academy's ability to monitor and safeguard Students through our web content filtering technology. The Academy is not liable for any internet use on a personal device.



Academy Computer Monitoring

The Academy cannot control all information on the internet. As such, it and its employees are not responsible for any claims, liabilities, or damages arising from a Student's internet use. However, the Academy monitors all Academy-provisioned Student computers for safe and appropriate usage.

- **Restricted Access:** Kindergarten through 5th-grade computers will only provide access to online resources that the Academy has pre-approved. Only content needed for the elementary curriculum will be accessible.
- **General Access:** 6th- to 12th-grade computers are provisioned with additional general internet access subject to Academy monitoring practices. The following content categories have been deemed unsafe or inappropriate for Students and are blocked from Student access, including but not limited to adult/explicit themes, drugs and alcohol, shopping, gaming, weapons, chat rooms, and social media. Attempts to access these or other flagged content categories are instantly restricted and reported to our technology support and Academy Administration teams for further follow-up as necessary. The Academy perceives misuse of technology as a breach of the Academy Code of Conduct, and, as a result, Students may be subject to disciplinary action.

Students' access may change during the year according to their needs or activities for safety and compliance. The Academy or local Learning Center will communicate with all families should this change occur.

Students should be aware that information accessed, created, sent, received, or stored on the Academy's network is not private. It is subject to review by network system administrators and school personnel at any time. If it is discovered that a Student is using their technology or accounts for any purpose other than school-assigned work, the Academy has the right to investigate those complaints, with or without prior notice.

The Academy reserves the right to access, modify, or delete Student work, files, folders, accounts, passwords, and other server-based information for legitimate purposes, including but not limited to security or maintenance.

Technology Incidental Fees

If a device is damaged or stolen due to no fault of the Student, the Academy will replace the device at no charge. If the device is damaged or stolen due to negligence or willful misconduct of the Student, the replacement of technology will result in incidental fees to cover diagnostic assessment, repair, and/or replacement fees.

Technology kits must be returned in complete and reasonable condition at the end of instruction, as solely determined by Lindamood-Bell. Damage to or failure to return each kit component will result in additional charges.



Responsible Use of Technology

Students are individually responsible for their conduct while using the Academy's technology resources and are expected to use it in a responsible, efficient, ethical, and legal manner. Use entails responsibility and is only for educational and school-related purposes while your Student is enrolled at the Academy. Using this technology is a privilege, not a right, which may be revoked at any time for inappropriate conduct and may result in additional disciplinary action.

Academy Students, Parents, and Guardians agree to the following:

- Students will handle and use their Academy-provisioned technology carefully and respectfully. If any Student technology gets damaged, Students, Parents/Guardians, and/or instructors will report it immediately.
- Students will use their Academy-provisioned technology exclusively for their school work. It is not for personal use.
- Students will be responsible online citizens. Students should not do anything online that may cause harm to themselves or others or violate the law. Students should report bullying or inappropriate content immediately.
- Students will not share their account information or passwords with any other Student.

The following conduct is not permitted with Academy-provisioned technology:

1. Unauthorized Use and Access

- Students and staff are prohibited from using technology resources without proper authorization or access rights.
- Users are responsible for their own accounts, passwords, files, and data. Sharing passwords or unauthorized access to another user's account is prohibited.

2. Damage or Misuse of Technology Resources

- Users should not intentionally damage, degrade, or waste technology resources.
- It is forbidden to alter or attempt to modify the Academy's computer systems or network without permission.

3. Harassment and Offensive Conduct

- Technology should not be used to harass, insult, or attack others.
- Sharing, creating, or downloading offensive, obscene, or harmful content—including child pornography or depictions harmful to minors—is strictly prohibited.

4. Copyright and Intellectual Property

- Plagiarism and Copyright Violations: Copying material from the internet or the Academy's computer systems and representing it as one's own violates copyright laws.

5. Privacy and Personal Information

- Disclosing someone's or a Student's personal information, such as home address or phone number, without permission is prohibited.
- Providing credit card or financial information online or conducting financial transactions using Academy resources is prohibited.



6. Malicious Activities and Viruses

- Users should not knowingly transmit (or attempt to transmit) computer viruses or engage in the spread of harmful programs.
- Gaining unauthorized access to systems, viewing or altering data, or "hacking" is strictly forbidden.

7. Inappropriate Use for Personal Gain or Non-Educational Activities

- Technology accounts should not be used for the following, including but not limited to personal financial gain, gaming, browsing social media, online shopping, or other non-educational activities.
- Using technology resources for political activity is prohibited.

8. Illegal Activities

- Any illegal activity, including those outlined above, using Academy resources is prohibited.

This policy is designed to ensure that technology is used in a manner that supports Lindamood-Bell Academy's educational mission and fosters a safe, respectful, and responsible learning environment.

Cell Phone and Mobile Device Policy

To provide the best possible instruction to our Academy Students, we ask that all Students possessing a cell phone or mobile device adhere to the following "Away for the Day" procedures as overseen by the Office Manager:

- When Students arrive at the beginning of the day, they will turn off their devices and check them in with the front office.
 - The device(s) will be stored in the front office cubby, a basket, or other similar space while the Student is present at the Learning Center.
 - The phone or mobile device will be stored in the front office while the Student is present at the Learning Center.
 - The phone or mobile device will be stored in an organizational device like, but not limited to, a labeled cubby, a basket, or a pocket chart.

We ask that you keep the following in mind:

- If Parents/Guardians have an immediate, urgent, or emergency message to convey to their Student, please contact the Learning Center directly.
- The Director of Lindamood-Bell Academy must approve any exceptions to the cell phone and mobile device policy. Requests for exceptions must be submitted in writing to the local Learning Center, which will then submit them to the Director for consideration.



Artificial Intelligence (AI) Use Policy

Our Philosophy

At Lindamood-Bell Academy, we see Artificial Intelligence (AI) as a tool to support and enhance learning—not to replace teachers, but to assist them and help Students succeed. Like a GPS that offers guidance while the driver stays in control, AI helps Students and educators without taking away their responsibility or judgment.

Using AI to Support Students

AI can help personalize education and support every Student's individual path. Our goal is to encourage Student independence and assist them in applying the sensory-cognitive foundation to all learning.

The Role of Teachers and Human Connection

AI can automate some tasks (e.g., grading or scheduling), giving teachers more time for personal interaction and deeper instruction. However, teachers remain central to the learning experience and all major decisions. AI is a tool, not a replacement.

Responsible and Ethical Use

We are aware of the risks that come with AI, including:

- **Bias in algorithms** can lead to unfair outcomes,
- **Over-reliance** on technology for evaluation, and
- **Misuse** of AI detection tools, which can be inaccurate.

To address these, Lindamood-Bell Academy commits to:

- Prioritizing fairness, equity, and inclusivity,
- Evaluating all AI tools thoroughly before use, and
- Never use AI tools as the sole basis for critical academic or behavioral decisions.

Student Privacy and Data Security

All staff diligently protect Student data when using AI tools. Privacy and security are essential to our ethical use of technology in the classroom.

Building Trust and Understanding

We believe in transparency. Teachers and Students should understand how AI tools work and feel empowered to question or override them when appropriate. "Humans in the loop" is our guiding principle.

Preparing for the Future

As AI becomes more advanced, Lindamood-Bell Academy is committed to helping Students and teachers build the knowledge and digital literacy to use AI safely, responsibly, and effectively.



Responsible Use of AI in the Academy

In some classes, Students may use AI tools like ChatGPT, Canva, or Google Gemini.

With the help of Academy staff, Students are expected to:

- **Use AI with care and effort.** Think through the prompts; results improve with practice and reflection.
- **Fact-check your work.** Students are still responsible for the accuracy of what they submit, even if AI helps.
- **Be transparent.** If AI is used for a project or assignment, include a short explanation of how and why it was used, as well as what prompts were used.
- **Use judgment.** Not all tasks need AI—use it when it's the right fit, not just because it's available.





The Academy's Honor Code

The Academy's Honor Code includes the Student Code of Conduct, the Responsible Use of Technology expectations, and The LBA Way, as outlined in this Handbook. The LBA Way is also posted in all Academy Centers and available to all Students, staff, and families. These expectations extend to all Academy Students, whether they attend in person or online.

The Lindamood-Bell Academy is committed to Student success within a caring, responsive, and safe environment free of discrimination, violence, inappropriate conduct, and bullying. As such, we foster a learning environment of kindness, compassion, and encouragement. Our school strives to ensure that all Students have the opportunity to thrive and develop to their fullest learning potential.

Students who violate any part of the Lindamood-Bell Academy Honor Code or any other conduct expectations defined in this Handbook will be subject to Academy Student discipline procedures. Discipline procedures, measures, and final determinations are at the sole discretion of Lindamood-Bell. The Honor Code is also generally referenced in The LBA Way, which is posted in all Academy Centers and is available to all Students, staff, and families.

Student Code of Conduct

Students are expected to follow the conduct expectations, routines, and procedures outlined in this Handbook, which are determined solely by Lindamood-Bell.

Cheating

Lindamood-Bell does not tolerate cheating, plagiarism, or misappropriation of another person's work.

Damaging / Destruction of Property

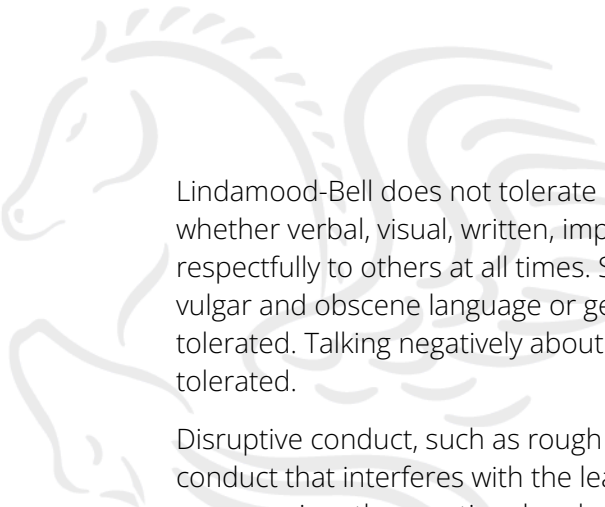
Students must be respectful of Academy and Lindamood-Bell property. Students must not break, damage, or destroy anything that belongs to the Academy, another Student, Lindamood-Bell staff, or a Lindamood-Bell Learning Center. If a Student of the Academy vandalizes, damages, or destroys Learning Center property, Parents/Guardians may be billed to replace or repair the property.

Disobedience / Following Directions

Students are expected to follow instructions given to them by Lindamood-Bell staff. A Student not following instructions or arguing with any Lindamood-Bell staff member will be considered in violation of expected conduct.

Inappropriate / Disruptive Conduct and Language including Harassment / Bullying / Hate Speech / Obscenity / Profanity

Students are expected to follow conduct expectations, routines, and procedures determined by Lindamood-Bell at all times. Students must not disrupt the learning and safety of others by interrupting other Students or instructors in session or during break times.



Lindamood-Bell does not tolerate harassment, intimidation, hate speech, or bullying in any manner, whether verbal, visual, written, implied, or otherwise. Students are expected to speak and act respectfully to others at all times. Swearing, using racial slurs and discriminatory language, or using vulgar and obscene language or gestures, whether in verbal, electronic, or written form, is not tolerated. Talking negatively about others, making fun of others, or putting down others is not tolerated.

Disruptive conduct, such as rough play, making loud, unnecessary noises, throwing items, or other conduct that interferes with the learning process, is also prohibited. Physical conduct that compromises the emotional and physical safety of others through intimidation, threats, hurt, or humiliation is also prohibited.

Fighting / Violence / Physical Assault / Sexual Assault

Lindamood-Bell will not tolerate physical fighting with or violence against another individual. This also includes roughhousing and rough play. Violence or threats of violence against Students or Lindamood-Bell staff is not acceptable

Sexual Assault / Sexual Misconduct

Students may not sexually attack or sexually abuse other Students or Lindamood-Bell staff. This includes but is not limited to touching, grabbing, groping, or making reference to private body parts of themselves, another Student, Lindamood-Bell staff, or visitors to the Learning Center. Students are prohibited from sending sexually explicit content, including words and images, through electronic media, such as text messaging.

Stealing, Theft, or Possession of Stolen Property

Students must not take or use any items from other Students, staff, or visitors that do not belong to them without sole permission from the owner.

Tobacco/Smoking/Alcohol/Drugs

Students must not smoke, vape, or be under the influence of alcohol or illegal drugs, nor is any of this paraphernalia permitted in any Lindamood-Bell Academy session, whether in-person or online.

Weapons, Firearms, and Fireworks

Students are not permitted to possess or use any dangerous objects, firearms, fireworks, explosive devices, or look-alikes of these items at a Lindamood-Bell Learning Center or during online sessions at any time. Dangerous objects include, but are not limited to, knives, box cutters, chains, tasers, pepper spray, chemical substances, bullets, paintball guns, nunchucks, historical weaponry, or any other item that might be considered a weapon.





The LBA Way

The Team

We, the staff and Students of the Lindamood-Bell Academy, are a team.

1. We **care** about each other.
2. We work **together** to help us all learn and grow.
3. We **listen** to each other.
4. We **value** each other.
5. We treat each other with **respect**.
6. We **recognize** each other for our hard work and accomplishments.

The Students

We, the Students of Lindamood-Bell, are special.

1. We try to work **independently**.
2. We are **responsible** for doing our classwork and homework.
3. We treat our materials and computers with **care**.
4. **We believe in ourselves and each other.**



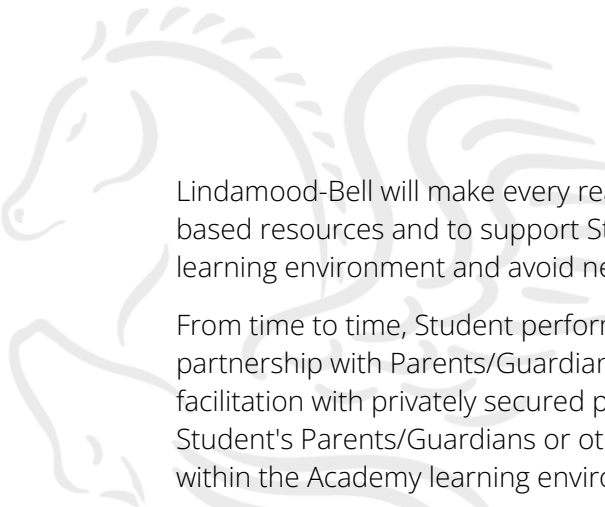
Academy Conduct Escalation Policy and Procedures

Student Discipline

Student discipline aims to teach Students how to conduct themselves in ways that contribute to their overall success. It also helps foster a safe and supportive learning environment for all. The following principles guide successful Academy discipline:

- Strong instruction, classroom management, and positive relationships between staff, Students, and families.
- Aim to prevent misbehavior before it happens and use appropriate interventions when necessary.
- Involve ongoing and timely communication and collaboration between staff, families, and other professionals to address Student needs.
- Promote high standards by teaching, modeling, and consistently addressing misconduct.

When discipline is paired with meaningful instruction, Students can feel safe learning from their mistakes, re-engage in learning, and contribute positively to the community. This approach minimizes disruptions and maximizes learning time.



Lindamood-Bell will make every reasonable effort to correct Student misconduct through Academy-based resources and to support Students in learning the skills necessary to enhance a positive learning environment and avoid negative conduct.

From time to time, Student performance and conduct may indicate the need for additional partnership with Parents/Guardians. This may include, but is not limited to, collaboration and facilitation with privately secured professionals or additional facilitation and support by the Student's Parents/Guardians or other Responsible Parties to improve the Student's engagement within the Academy learning environment.

Consequences

Academy discipline is designed to be reasonable, timely, fair, and age-appropriate and should match the severity of the Student's misconduct. Students who have violated any part of the Academy Honor Code may be subject to discipline, alone or in combination. In all instances, Academy discipline is at the sole discretion of Lindamood-Bell.

Generally, discipline will be progressive depending on the nature of the conduct. In some instances, based on the severity or repetition of violations, amongst other factors, Lindamood-Bell may escalate its discipline plan at the sole discretion of Lindamood-Bell, the Academy, and its administration, up to and including expulsion, without prior notice.

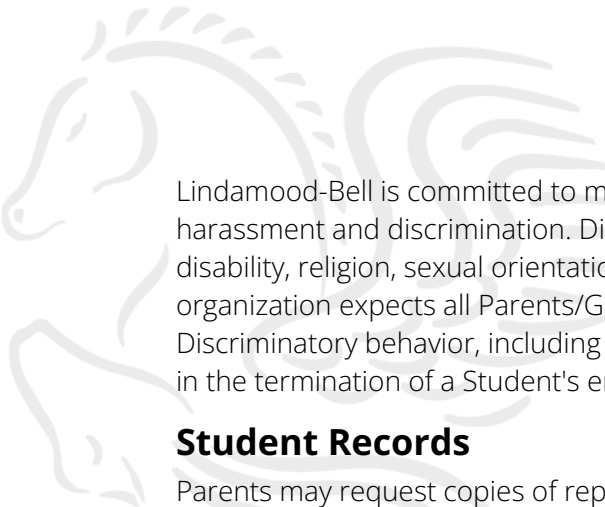
Violations of the Academy Code of Conduct may include any or all of the following consequences:

1. The Student receives a verbal warning and review of the Code of Conduct and the LBA Way.
2. The Conduct Communication Form provides written communication about the actions/incidents to the Student's family. The Parents/Guardians and Academy administration are notified. Lindamood-Bell has sole discretion over the use and content of the Student Conduct Communication Form.
3. If appropriate, a conference is held with the Parents/Guardians and Student. The conference may necessarily include the Director of the Academy, especially when extreme or persistent conduct is in question.
4. Emergency removal of the Student may be considered wherein the Student is suspended for the day, suspended for up to five days, or expelled.

Discipline procedures, measures, and final determinations are at the sole discretion of Lindamood-Bell.

Privacy Practice, Anti-Discrimination, and Harassment Policy

Lindamood-Bell values the privacy of Students' educational and health information. Health details are stored securely in the Student file and are only accessible to staff. Billing records, enrollment agreements, and medication authorizations are kept in locked files by the Office Manager. The person signing the Enrollment Agreement is considered the responsible party and must provide written consent before any educational, health, or financial information is shared.



Lindamood-Bell is committed to maintaining a work and learning environment free from harassment and discrimination. Discrimination or harassment of any kind based on race, gender, disability, religion, sexual orientation, or other protected characteristics is strictly prohibited. The organization expects all Parents/Guardians and Students to uphold these standards. Discriminatory behavior, including exclusion of staff based on protected characteristics, may result in the termination of a Student's enrollment.

Student Records

Parents may request copies of report cards and transcripts (official or unofficial) or letters of recommendation from the local Learning Center. The Center will communicate with the Custodian of Records, who will prepare and distribute the requested records. Progress reports, report cards, and transcripts will not be issued if a Student has an outstanding balance on their account. These documents will be forwarded once the account has been brought current.

In public schools (or schools that receive Federal funding), the Family Educational Rights and Privacy Act (FERPA) affords Parents/Guardians and Students who are eighteen years of age or older ("eligible Students") certain rights with respect to the Student's education records. While the Academy is NOT subject to FERPA, we respect our Student's privacy rights and have adopted the following privacy guarantees for all our Students:

1. The right to inspect and review the Student's education records within 45 days after the day Lindamood-Bell Academy receives an access request

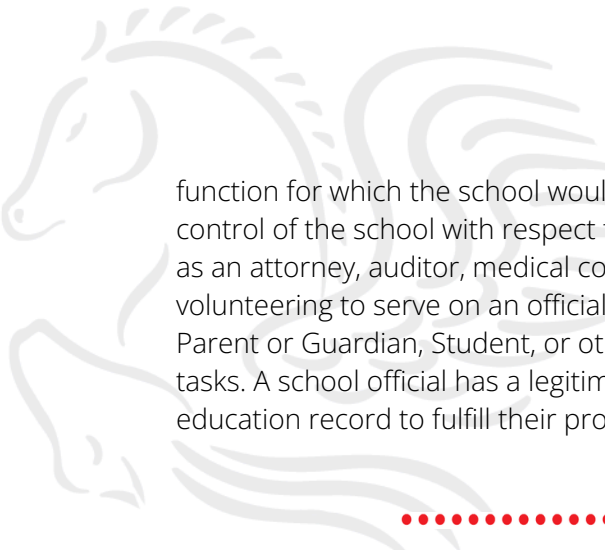
Parents/Guardians or eligible Students should submit a written request to their local Learning Center identifying the records they wish to inspect. The school official will make arrangements for access and notify the Parents/Guardians or eligible Student of the time and place where the records may be inspected.

2. The right to request an amendment of the Student's education records that the Parents/Guardians or eligible Student believes are inaccurate or misleading

Parents/Guardians or eligible Students who wish to ask Lindamood-Bell Academy to amend a record should write their local Learning Center, clearly identify the part of the record they want to be changed, and specify why it should be changed. The determination of whether to amend the record is at Lindamood-Bell's sole discretion. If the school decides not to amend the record as requested by the Parents/Guardians or eligible Student, the school will notify the Parents/Guardians or eligible Student of the decision; however, the Academy does not provide a right to a hearing to contest such a decision.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the Student's education records, except to the same extent that FERPA authorizes disclosure without consent

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or



function for which the school would otherwise use its employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a Parent or Guardian or Student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a Parent or Guardian, Student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.

Legal Parent or Guardian Disputes (Responsible Parties noted on the Enrollment Documents)

Parents/Guardians making specific requests concerning who the Academy should communicate with will need to present a court order or other legal document, including but not limited to a divorce decree, judgment, visitation order, or custody order, which identifies the legal custodian of the child(ren).

Right to Amend

Lindamood-Bell Academy reserves the right to amend this handbook at any time. Parents or Guardians will receive notice of amendments via email.
